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10 MAY 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (2-8 May 1984)

A. PROGRESS ON ACTION ITEMS

B. SIGNIFICANT EVENTS/ITEMS OF INTEREST

1. A representative of the Records Management Division (RMD) accompanied Harry Mason, IS00, on inspections of the information security programs in the Office of Security (OS/DA) and Office of Global Issues (OGI/DI). Briefings were provided by representatives of each office. OGI discussed the basis on which it made classification decisions in preparing reports. OS described various elements of its security program--including computer security, audits of contractor classification practices, and training activities. Mr. Mason found both offices in compliance with the requirements of Executive Order 12356 and expressed satisfaction with the overall results of the inspection.

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3. Chief, RMD, Chief, Plans and Management Staff, OIS, and a representative from RMD's Records Systems Branch met with [redacted] Deputy Chief, Planning Staff, Office of the Executive Director of CIA, to discuss Agency emergency planning and the vital records program.

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[redacted] outlined the Agency's current requirements for emergency planning and discussed a recent meeting of the Agency's Executive Committee on this subject. [redacted] apparently will be heading a new effort to encourage each Directorate to revitalize its emergency planning effort. RMD described OIS' efforts to have DA offices update their vital records schedules and, in so doing, reconstitute their collections of these records. The OIS representatives agreed to meet again with

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[redacted] to develop a definition of vital records--as a direct step in assisting components to designate records for various contingencies.

4. OIS sponsored a special running at the Chamber of Commerce Building of GSA's course on Managing Records and Information Programs. The course, which highlights the key elements of a records management program, was attended by 26 MI officers and two officers from other career services. RMD incorporated into the course select segments from the Agency's unique programs. The critiques from participants indicated that the course was well received and was beneficial, even to those experienced in the records management field.

5. A representative of RMD attended the 15th Annual International Conference of the Business Forms Management Association. It was held in Anaheim, California from 30 April to 4 May. The conference consisted of

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workshops and seminars on forms and information management, including a session on new technologies affecting forms design. This is an example of OIS sponsoring MI careerists to attend select conferences for professional enrichment.

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